



APPLICATION

ALEA:

AQUATIC LANDS

ENHANCEMENT ACCOUNT

PROGRAM

5a

APRIL 2004

CONTENTS

Introduction	1
Contacting IAC – Application Submission Address.....	1
Applicability	1
Related Information.....	1
Application Process	3
Application Materials	5
Matching and Donated Resources.....	8
Application Checklist.....	10
Application Authorization Memorandum	13
1. General Application Information.....	14
2. Sponsor / Organization Information	14
3. Project Contact.....	15
4. Description of Project.....	15
5. Funding Request	16
6. Property Acquisition Cost Estimates	17
7a. Development Cost Estimates.....	18
7b. Restoration Cost Estimates.....	24
8. Land Characteristics.....	27
9a. Application Questions – All Projects.....	28
9b. Application Questions – Acquisition.....	30
10. Location Information.....	31
11. Permits Required.....	32
12. Authorizing Resolution.....	33
Appendix A: Valuing Donations, Corrections Labor.....	34
Appendix B: Post Approval Materials.....	37

INSTRUCTIONS

Introduction

This booklet contains the instructions and blank forms needed to complete an Interagency Committee for Outdoor Recreation (IAC) grant application for the Aquatic Lands Enhancement Account (ALEA) Program.

Most of this information may also be submitted on-line using IAC's computerized PRoject Information System (PRISM). A recent change in PRISM now allows the attachment of maps, plans, evaluation question responses, etc. For reference, see the Application Checklist on page 10.

Contacting IAC, Application Submission Address

Interagency Committee for Outdoor Recreation
Natural Resources Building
1111 Washington Street SE
PO Box 40917
Olympia, WA 98504-0917

Phone (360) 902-3000
FAX (360) 902-3026
TDD (360) 902-1996
E-mail info@iac.wa.gov

Internet Web Page ~ <http://www.iac.wa.gov/>

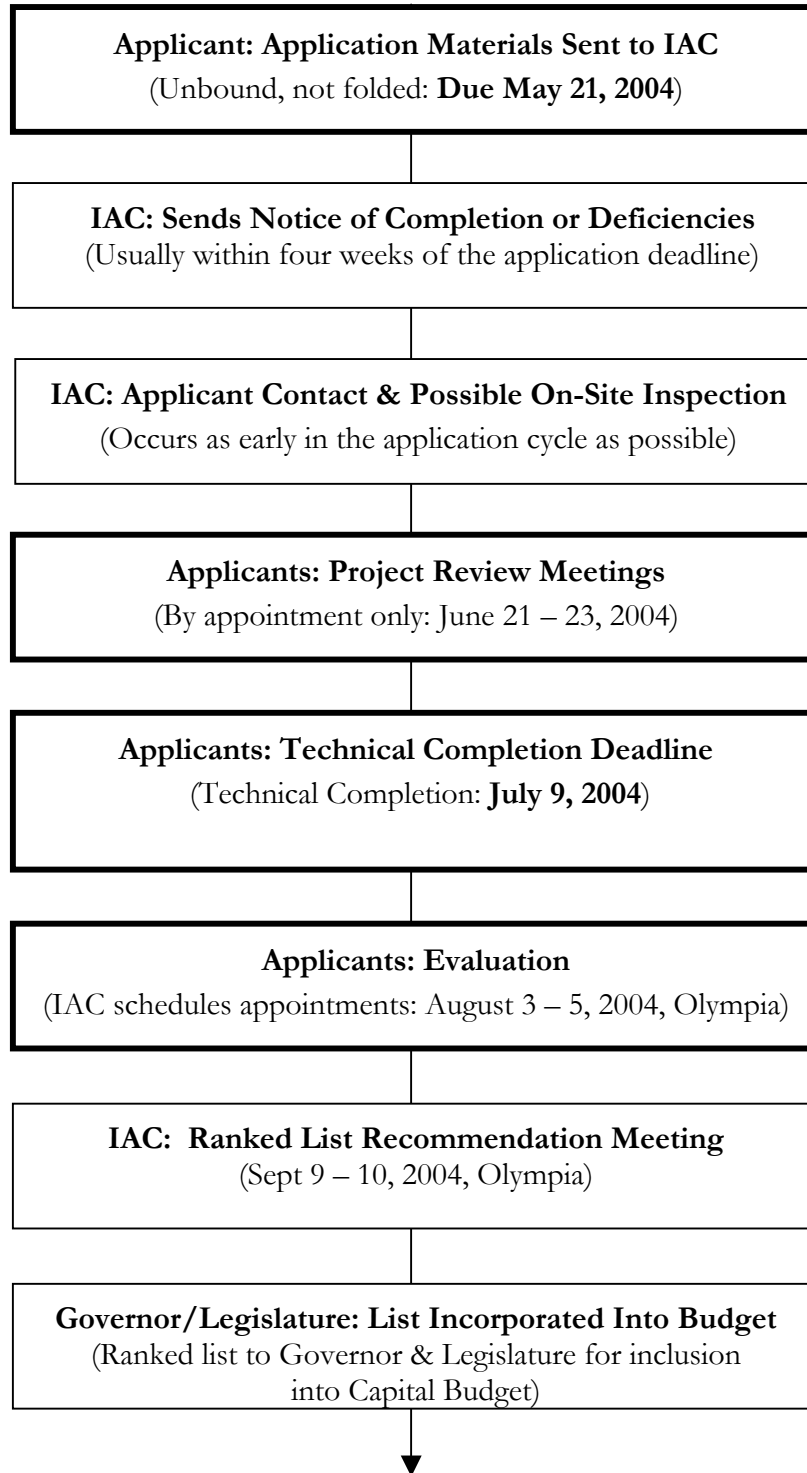
Applicability

Not all forms/elements in this booklet are applicable to every grant proposal. Complete only the information that applies to your project. The checklist, page 10, should help you determine which documents we require.

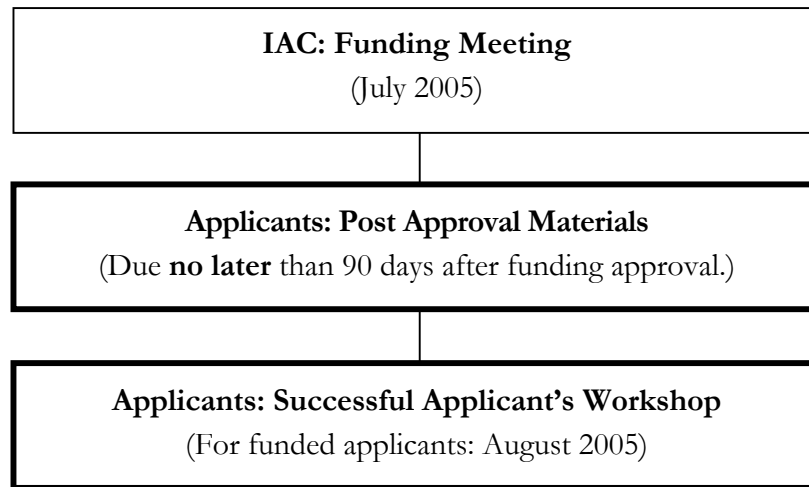
Related Information

Related information is contained in:

- *Acquiring Land: Policies* (Manual 3)
- *Development Projects: Policies* (Manual 4)
- *Aquatic Lands Enhancement Account Program* (ALEA—Manual 21, dated April 2004).

ALEA: Application Process Flow Chart

(Chart continued on next page)



- Application Process**
1. ***Send Application Materials to IAC.*** Assemble the completed and *unbound* forms, maps, plans, and visuals and mail or hand carry flat/unfolded to IAC (address above). Do not send faxes. Retain at least one copy of all materials for your records. IAC will return **applications that are ineligible or postmarked after the due date.**

If you apply on-line via PRISM, you must input and “submit” the required data by the deadline. Remaining materials (application authorization, maps, plans, visuals, etc.) must be postmarked by the application deadline. (See the section called Adding Attachments on page 8 for other options.)
 2. ***Notice of Completion/Deficiencies.*** After receipt and review of the application, IAC will send you an application checklist, current program schedule, and a copy of your Project Summary and Cost Estimate. This generally occurs within a month of the application deadline.
 3. ***Applicant Contact and Possible On-Site Inspection.*** As early in the funding cycle as possible, an IAC Grant Manager will contact each applicant to review project application information. IAC Grant Managers may visit project sites.
 4. ***Project Review Meetings (PRM).*** IAC conducts PRMs to allow applicants an opportunity to gain valuable information that can increase chances for funding. At these meetings, applicants present the technical aspects of their projects, using graphics (35mm photographic slides or PowerPoint®) and spoken narrative, to IAC staff and ALEA advisory committee members who make suggestions for improvements. Applicants may bring their PowerPoint® presentation on the day of the PRM or send via e-mail to IAC in advance (see “Graphics”, page 11, for deadline). Participation is highly recommended and is by appointment only.
 5. ***Technical Completion Deadline*** The technical completion deadline occurs after the PRMs and is the date when *all* application material must be complete, in final form, and received by IAC.

6. ***Evaluation.*** This grant program's evaluation process relies heavily on each applicant's presentation (using graphics and narrative) to an evaluation team. Team members base their evaluation on a set of predetermined questions, but use discretion in interpreting these criteria when scoring projects. To do well, it is important to prepare. Applicants are allowed only 20–30 minutes for presentations, so use this time wisely and structure your presentation around the grant program's criteria. The evaluation process results in a ranked list of projects used by IAC staff to develop a funding recommendation for IAC's Board.

All PowerPoint® presentations must be submitted to IAC in advance. Refer to the checklist on page 10 for the deadline.

7. ***Funding Meeting.*** IAC staff presents the projects to IAC's board at a public meeting. Following this presentation, staff recommends projects for funding and interested persons are given an opportunity to comment. After discussion, IAC's board makes its funding recommendation.
8. ***Legislative Process.*** IAC's board submits its recommendations to the Governor. The Governor submits his list in the capital budget to the legislature for review and approval. After legislative approval, IAC makes its final funding decision.
9. ***Certification of Sponsor Match.*** Before final funding approval, IAC sends a letter to applicants who may be funded requesting verification that their matching share is committed and available.
10. ***Final Funding Approval.*** Following Governor and legislative approval of the list of ALEA projects and approval of the State Capital Budget, IAC's board approves funding for the ALEA projects.
11. ***Post Approval.*** After approval of funding, successful applicants must provide additional information. IAC will send a letter and checklist describing this supplemental material. The items needed are based on project type and will help ensure eligibility and adequate control and tenure. Your IAC Grant Manager is available to assist if necessary.

Documents must be provided within **90 days** of IAC funding approval. We do, however, encourage applicants to provide this information as soon as possible so we can distribute signed Project Agreements at the Successful Applicant Workshop(s).

11. ***Successful Applicant Workshops.*** After the funding meeting, IAC conducts a Successful Applicant Workshop. A representative from each agency awarded a grant must attend. At this meeting IAC:
 - a. Describes procedures for funded projects.
 - b. Explains information included in the Project Agreement.
 - c. Discusses reimbursement procedures.
 - d. Distributes Project Agreements to applicants that have completed all post approval requirements.
 - e. Addresses other pertinent issues.

**Application
Materials**

Grant application materials must be submitted (postmarked) to IAC by May 21, 2004. Refer to the checklist on page 10 for further deadline information.

A *complete* grant application consists of:

1. ***The completed blank forms in this booklet.*** We ask your cooperation in completing these forms. While we understand the applicant's desire for simplicity, we also understand the public's need to know "where the money goes." You may also apply on-line via your local Internet connection with IAC's PReject Information System (PRISM). Applicants may now include attachments with their PRISM applications. See the section called Adding Attachments on page 8 for more details on this option.
2. ***Maps.*** Applicants must submit separate maps detailing a project's regional and site location *or* one map that shows the required features for both. IAC uses these maps for evaluation and site visit purposes.
 - a. ***Regional location map*** – Shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, highways, major water bodies, etc., so IAC staff can locate the precise worksite to within 5 to 10 miles. County, city, and national forest maps work well for describing regional locations.
 - b. ***Site location map*** – Shows the specific location of your project. This map must show the project in relation to local roadways, landmarks, etc. If possible, show the boundaries of your site on the map. The street maps found in many local phone books make good site location maps.
 - c. ***Service Area Map*** – These maps vary depending on the type of project submitted.
 - ▶ For projects serving **local** populations (such as a neighborhood access site), the service area is often the vicinity from which approximately 80 percent of the users will come. On your map, mark the service area boundary, identify your worksite, and all existing opportunities of the type in your application (e.g., fishing access, interpretive trails, beaches, etc.).
 - ▶ For projects serving **regional and/or statewide** populations, the service area is much broader. Instead of showing this broad geographic region, show your worksite and existing opportunities within the general vicinity of your project. These facilities should be the same type as that in your application and which are most likely to be used by the same clientele.
3. ***Site Plans and Parcel Maps.***
 - a. ***Acquisition Projects.*** *Submit one copy* of the parcel map and conceptual site plan on 8½" x 11" paper.
 - b. ***Development/Restoration Projects.*** *Submit one copy* of the site plan on

8½" x 11" paper.

4. **Visuals** (*optional*). Submit no more than two separate visuals that help describe your project: photos, drawings, charts, graphs, etc. These may be no larger than 8½" x 14" when folded. IAC staff uses these as an aid in better understanding your proposal.
5. **Graphics**. Graphics are the images used in the project review and evaluation meetings to augment verbal responses during the project presentation. Most graphics should be ready to show at the project review meeting. On evaluation day, applicants must submit the following images either on 35mm photographic slides or in a PowerPoint® presentation *and* any related notes, speaking points, or scripts.
 - a. Location. Regional and site location slides (see "Maps," above, for further information).
 - b. Service Area. A slide of the service area (see "Maps," above, for further information).
 - c. Aerial and/or Ground Level Views. Clearly show the worksite or property proposed for acquisition. If both aerial and site plan graphics are provided, it is important that both are oriented in the same direction.
 - d. Parcel Map—Acquisition Projects. Show the boundaries of the property to be acquired, identifying bordering land ownerships. This can be illustrated using an aerial photograph with the parcel boundaries sketched in.
 - e. Conceptual Site Plan—Acquisition Projects. Show a general scheme of how you plan to develop the property.
 - f. Site Plan—Development/Restoration Projects. Show the entire area to be developed. Distinguish existing and future elements from those proposed in the current project.
 - g. Floor Plan—Development Projects. Show a schematic plan of any substantial structure (restroom-shower building, caretaker residence, bathhouse, administrative facility, etc.) proposed under this project.
 - h. Other Graphics—Optional. Other graphics may be necessary to show the scope of your project: schematic drawing(s), special design features, renderings, plans, natural features, etc.

Minimum graphics requirements:

- PowerPoint®: All versions; IAC will provide the computer and data viewer.
- Slides: 35mm photographic slides should be coordinated and loaded in two (left and right) 80-count slide carousels. IAC will provide the projectors.

6. **Evaluation Question Responses.**

- a. Team Scored Questions. IAC strongly recommends that each applicant write out responses to each question found in the evaluation criteria. At your request, we will critique responses to

these questions. To obtain this review, submit a written draft to your IAC Grant Manager by the date shown on the application checklist. Applicants must submit a copy of their presentation narrative on evaluation day.

- b. IAC Staff Scored Evaluation Questions IAC staff will score the questions regarding GMA Preference and Proximity to People based on information from other state agencies or that you have provided with your application (location map).
7. ***Shoreline Master Program.*** Provide documentation of your project's consistency with the relevant local Shoreline Master Program. This could include a copy of the Shoreline Permit *or* a map [8.5" x 11"] showing project location with the appropriate references from the Shoreline Master Program and a brief description of how the project is consistent with the program. Check with your local planning department about Shoreline Master Program requirements. You may also check our website: <http://www.iac.wa.gov/resourcelinks> where you can find information on Shoreline Master Programs and Local Planning.
8. ***Lead Entity Strategy.*** Projects intended primarily to protect or restore salmonid habitat must be consistent with the appropriate lead entity strategy or regional salmon recovery plan. Provide documentation for your project that shows consistency with the local strategy or plan. This includes appropriate references from the plans and a brief explanation of how your project is consistent with current strategies.

Lead entities are volunteer organizations under contract with the Washington State Department of Fish and Wildlife (WDFW) that submit applications to the Salmon Recovery Funding Board (SRFB). Each lead entity has an identified strategy that can be found on our website at: <http://www.iac.wa.gov/srfb/leadentities.htm>. These strategies are organized by watershed.

Adding Attachments Some materials and information on projects cannot be directly entered into PRISM. They may however be submitted via PRISM using the Attachments Module to electronically submit information to IAC. To use this module, we recommend your connection be 56k or better.

Typical types of attachments include:

- □ Application Authorization
- □ Evaluation Question Responses
- □ Plans and Maps
- □ Project Photos
- □ Other Graphics
- □ Visuals.

Documents that are not in a jpeg (photo) or PowerPoint format will be converted to a PDF file (such as word processing or spreadsheet files). These documents will be stored in PRISM and accessible by the applicant at all times. IAC Grant Managers may at times add documents as well.

If you have any problems attaching the document, email the file to your IAC Grant Manager and they can attach it for you. For instructions on how to attach documents, go to our website: <http://www.iac.wa.gov/iac/docs.htm> and open the file called: Adding Attachments to Prism Applications.

**Matching and
Donated Resources**

Project sponsors must match a portion of the grant award by contributing resources to the project. Matching resources may include bonds, grants, labor, equipment, materials, etc. All matching resources must be an integral and necessary part of the approved project.

IAC's policies regarding valuation of donations and corrections labor are in Appendix A, page 34.



*Items in the Table below may be submitted as Attachments in PRISM
or can be mailed or hand delivered to IAC.*

Aquatic Lands Enhancement Account Application Checklist*

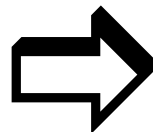
**The application elements in this table may be entered directly into PRISM*

✓	Item	Page	Acq	Dev	Res	Due
P R I S M	1-General Application Information	Page 14	✓	✓	✓	5/21
	2-Sponsor / Organization Information	Page 14	✓	✓	✓	5/21
	3-Project Contact	Page 15	✓	✓	✓	5/21
	4-Description of Project	Page 15	✓	✓	✓	5/21
	5-Funding Request	Page 16	✓	✓	✓	5/21
	6-Property Acq. Cost Estimates	Page 17	✓	-	-	5/21
	7a-Development. Cost Estimates	Page 18	-	✓	-	5/21
	7b-RestorationCost Estimates	Page 24	-	-	✓	5/21
	8-Land Characteristics	Page 27	✓	✓	✓	5/21
	9a-b-Application Questionnaire	Page 28	✓	✓	✓	5/21
	10-Location Information	Page 31	✓	✓	✓	5/21
	11-Permits Required	Page 32	✓	✓	✓	5/21

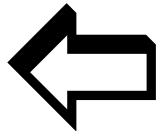
The remaining items (shown on the next page) may be submitted as Attachments in PRISM or can be mailed or delivered to IAC.

Note: Acq = Acquisition, Dev = Development, Res = Restoration

Part 2 of the Application Checklist
is on the next page.



Items in the Table below may be submitted as Attachments in PRISM or can be mailed or hand delivered to IAC							
	✓	Item	Page	Acq.	Dev.	Res.	Due
A T T A C H M E N T S		Application Authorization Memo <i>(Form may be printed from PRISM, signature required)</i>	Page 13	✓	✓	✓	5/21
		12-Authorizing Resolution	Page 33	✓	✓	✓	7/1
		Maps (location and service area) <i>Applicant Creates</i>	Page 5	✓	✓	✓	5/21
		Plans (site plans and parcel maps) <i>Applicant Creates</i>	Page 5	✓	✓	✓	5/21
		Visuals <i>Applicant Creates</i>	Page 6	Optional			5/21
		Shoreline Master Plan	Page 7	✓	✓	✓	5/21
		Lead Entity Plan (if applicable)	Page 7	✓	✓	✓	5/21
E V A L U A T I O N		Graphics for Project Review Meeting: <i>Applicant Creates.</i> <i>[Note: if using PowerPoint, deliver to IAC <u>3</u> business days prior to the review meeting]</i>	Page 5	Graphics are required for review of your project at this meeting			6/21 – 6/23 ← <i>[See note]</i>
		Evaluation Questions - IAC Staff Scored Responses	Page 6	✓	✓	✓	5/21
		Evaluation Questions - Team Scored Responses (provide for staff review)	Page 6	✓	✓	✓	6/28
		Graphics, presentation notes and scripts to IAC for project evaluations. <i>Applicant creates</i> <i>[Note: if using PowerPoint, deliver to IAC <u>3</u> business days prior to the evaluation meeting]</i>	Page 5	Graphics are required for evaluation of your project at this meeting			8/3 –8/5 By appointment ← <i>[See note]</i>



Part 1 of the Application Checklist is on the previous page.

Application Forms

Application Authorization Memorandum

TO: Interagency Committee for Outdoor Recreation (IAC)
PO Box 40917
Olympia, Washington 98504-0917

FROM: _____
(Name)

IAC is hereby requested to consider this application for financial assistance for the outdoor recreation or habitat conservation project(s) described below and to grant funding from such State and Federal sources as may be available. This application has been prepared with full knowledge of and in compliance with IAC's Manuals. Further, we agree to cooperate with the IAC by furnishing such additional information as may be necessary to execute an IAC Project Agreement and to adhere to all appropriate state and federal statutes governing grant monies under the Project Agreement. We are aware that the grant, if approved, will be paid on a reimbursement basis. We agree that all application materials, including photos, slides, site drawings, maps, etc., may be used by IAC for education, information, or other non-commercial purposes in IAC publications, presentations, or on IAC's web site.

Project Name(s): _____
(Attach list _____
if necessary) _____

Project Contact Person:

Name: _____
Title: _____
Telephone Number: _____

I/we certify that to the best of our knowledge, the information in this application is true and correct. In addition, I/we certify that the matching resources identified in the grant are committed to the above project. I/we acknowledge responsibility for supporting all non-cash commitments and donations should they not materialize.

Authorized Representative: _____
(Signature) (Date)

(This form with original signature must be sent to IAC)

1. General Application Information

Project Name

Program ☐ ALEA

Project Type
☐ Acquisition
☐ Development
☐ Restoration
☐ Combined (Acquisition & Development/Restoration)

2. Applicant / Organization Information

Complete one for each sponsor.

Organization Name

Organization Type (check one)

☐ City/Town ☐ Native Am Tribe ☐ Parks Dept ☐ School District
☐ County ☐ Open Space ☐ Port District ☐ State Agency
☐ Engineering / Public Works ☐ Park District ☐ Public Utility District

Organization Address

Address

City/Town

State, Zip

Telephone

FAX

Email Address

Website

3. Project Contact

Complete one for each contact.

Mr. ☐ Ms. ☐ First Name

Last Name

Title

Contact Type (all projects require a "Project Manager" contact)

☐ Project Manager

☐ Billing

☐ Land Specialist

☐ Alternate Project Manager

☐ Consultant

☐ Planner

☐ Agreement

☐ Engineer/Architect

Contact Mailing Address

Address

City/Town

State, Zip

Work Phone

FAX

Other Phone

Email Address

4. Description of Project

This description becomes part of a one-page project summary made available to legislators, IAC staff and board, evaluators, and members of the public. *Please edit it carefully – ask someone to review it.* Be clear, concise and thorough. Simply state your project objectives and anticipated results/benefits. Additional information may include: partnerships, previous or anticipated phases, unique attributes, etc. IAC's database limits the space for this narrative to 1500 characters, including spaces. We will delete text that exceeds this limit.

5. Funding Request

Remember to update this section whenever changes are made to your cost estimates.

A. Total Project Cost \$ _____ (A)

Sponsor Match (the minimum match for local agency projects is 50 percent.)

Appropriation/Cash	\$ _____
Bonds - Council	\$ _____
Bonds - Voter	\$ _____
Cash Donations	\$ _____
Conservation Futures	\$ _____
Donated Equipment	\$ _____
Donated Labor	\$ _____
Donated Land	\$ _____
Donated Materials	\$ _____
Donated Property Interest	\$ _____
Federal Grant	\$ _____
Force Acct - Equipment	\$ _____
Force Acct - Labor	\$ _____
Force Acct - Materials	\$ _____
Grant - Other	\$ _____
Levy – Voter Approved	\$ _____
Local Improvement Dist (LID)	\$ _____
State Grant	\$ _____

B. Total for Sponsor \$ _____ (B)

C. IAC Funding Request (grant requested) \$ _____ (C)
 \$1,000,000 maximum acquisition/combination
 \$500,000 maximum development/restoration

- **A = B + C. Total Project Cost is the grant request plus the sponsor match.**
- "A" *must* be the total of all cost estimates from the pages which follow.
- Many applicants find it is best to complete the cost estimate(s), beginning on the next page, *before* completing the funding request.

The "Total Project Cost" ("A") must equal the total from the Cost Estimates on the following pages.

6. Property Acquisition Cost Estimates				
	Property	Property	Property	Total Properties
Property Name				Leave shaded areas blank
Date to be Acquired				
Acreage to be Purchased				
VALUE DETERMINATION TYPE (Check one for each property)				
Appraised/reviewed value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimate of value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of opinion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PURCHASE TYPE (Check one for each property)				
Fee ownership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Less than fee ownership (easements/rights/leases)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACQUISITION COST ITEMS				
Applicable taxes				
Appraisal and review				
Baseline inventory				
Closing				
Demolition				
Easement – access				
Easement – conservation				
Easement – other				
Easement – trail				
Fencing				
Hazardous substances assessment				
Improvements & structures				
Land				
Lease				
Noxious weed control				
Other (specify:)				
Recording fees				
Relocation				
Rights – agriculture				
Rights – development				
Rights – mineral				
Rights – other				
Rights – timber				
Rights – water				
Signing				
Survey				
Title reports/insurance				
Wetland delineation				
Sub-Totals				
Administrative Costs (limit is 5% of sub-total)				
TOTAL ACQUISITION COSTS				

7a. Development Cost Estimates*Complete only elements/items that apply to your project. Use only whole dollar amounts.**DEVELOPMENT/RESTORATION APPLICANTS – COMPLETE EITHER SECTION 7A OR 7B, NOT BOTH.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Building & Structures					
Building & structures - other	Lump sum			Describe	
Well house	Sq Ft			Optional	
Campground Facilities					
Cabin	Each			Describe	
Campground facilities - other	Lump sum			Describe	
Campsites - without hookups	Each			Optional	
Group camp	Each			Capacity	
Estuarine/Marine Nearshore					
Beach nourishment	Cubic yds			Optional	
Bulkhead removal	Linear Ft			Optional	
Dike breaching/removal	Linear Ft			Optional	
Eel grass bed reestablishment	Sq Ft			Optional	
Kelp forest reestablishment	Sq Ft			Optional	
Shoreline restoration	Linear Ft			Optional	
Tidal channel reconstruction	Lump sum			Optional	
Fencing & Gates					
Barrier rocks	Lump sum			Optional	
Bollards	Each			Material	
Concrete barrier	Linear Ft			Describe	
Fencing & gates - other	Lump sum			Describe	
Fencing - chain link	Linear Ft			Height/gauge	
Fencing - portable	Linear Ft			Optional	
Fencing - vinyl	Linear Ft			Height/gauge	
Fencing - wire	Linear Ft			Strands	
Fencing - wood	Linear Ft			Height	
Gates	Each			Describe	
Instream Habitat					
Bank stabilization	Linear Ft			Describe	
Channel reconfiguration	Linear Ft			Describe	
Dike removal/setback	Linear Ft			Optional	
Log control (weir)	Each			Optional	
Off channel habitat	Acres			Optional	
Plant removal/control	Acres			Optional	
Rock control (weir)	Each			Optional	
Spawning gravel placement	Sq Ft			Optional	
Instream Passage					
Culvert improvements	Each			Optional	
Dam removal	Lump sum			Optional	
Landscaping					
Drainage system	Lump sum			Describe	
Grass - hydro seed	Acres			Optional	
Grass - natural	Lump sum			Describe	

7a. Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

DEVELOPMENT/RESTORATION APPLICANTS – COMPLETE EITHER SECTION 7A OR 7B, NOT BOTH.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Grass - seed	Acres			Optional	
Grass - sod	Acres			Optional	
Ground cover	Sq Ft			Describe	
Habitat enhancement	Lump sum			Describe	
Irrigation	Acres			Describe	
Landscaping - other	Lump sum			Describe	
Soil amenities	Lump sum			Describe	
Top soil/mulch	Yds			Optional	
Transplanting & revegetation	Sq Ft			Optional	
Trees/shrubs	Lump sum			Optional	
Lighting					
General security	Lump sum			Describe	
Lighting - other	Lump sum			Describe	
Parking and roads	Lump sum			Describe	
Park Amenities					
Park amenities - other	Each			Describe	
Phone – coin operated	Each			Describe	
Park Furniture					
Benches	Each			Describe	
Bike racks	Each			Optional	
Drinking fountain	Each			Describe	
Grills	Each			Optional	
Park furniture – other	Lump sum			Describe	
Picnic pads - asphaltic concrete	Each			Size	
Picnic pads – concrete	Each			Size	
Picnic pads – pavers	Lump sum			Size	
Recycle station	Lump sum			Describe	
Tables	Each			Describe	
Tables – covered	Each			Describe	
Trash receptacles	Each			Describe	
Parking					
Bollards	Each			Describe	
Curbs	Linear Ft			Optional	
Oil/water separator	Each			Describe	
Parking - asphaltic concrete	Spaces			# Accessible	
Parking - bituminous	Spaces			# Accessible	
Parking - crushed rock	Spaces			# Accessible	
Parking - gravel	Spaces			# Accessible	
Parking - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Unloading ramp	Each			Describe	
Wheel stops	Each			Size	
Permits					
Permits	Lump sum			Optional	

7a. Development Cost Estimates*Complete only elements/items that apply to your project. Use only whole dollar amounts.***DEVELOPMENT/RESTORATION APPLICANTS – COMPLETE EITHER SECTION 7A OR 7B, NOT BOTH.**

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Restrooms					
Accessible portable sani-can	Each			Optional	
Composting	Each			Sq Ft	
Flush	Each			Sq Ft	
Portable sani-can pads	Each			Optional	
Portable sani-cans	Each			Optional	
Restroom with showers	Each			Sq Ft	
Restroom with storage	Each			Sq Ft	
Restrooms - other	Lump sum			Describe	
Showers	Each			Sq Ft	
Vault	Each			Sq Ft	
Riparian Habitat					
Livestock fencing	Linear Ft			Material	
Native plant establishment (reveg)	Lump sum			Optional	
Non-native plant removal/control	Lump sum			Optional	
Wetland restoration	Acres			Optional	
Woody debris placement	Each			Describe	
Roads					
Bridges	Linear Ft			Width/depth	
Control signals	Lump sum			Describe	
Curbs	Linear Ft			Optional	
Decommissioning	Linear Ft			Width/depth	
Guard rail	Linear Ft			Describe	
Roads - asphaltic concrete	Linear Ft			Width/depth	
Roads - bituminous	Linear Ft			Width/depth	
Roads - concrete	Linear Ft			Width/depth	
Roads - crushed rock	Linear Ft			Width/depth	
Roads - grasscrete	Linear Ft			Width/depth	
Roads - gravel	Linear Ft			Width/depth	
Roads - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Traffic barriers	Lump sum			Describe	
Weatherproofing	Linear Ft			Width/depth	
Shelters					
Fishing shelter	Sq Ft			Describe	
Gazebo	Sq Ft			Describe	
Interpretive shelters	Each			Sq Ft	
Kiosk	Each			Sq Ft	
Picnic	Each			Sq Ft	
Shelters - other	Lump sum			Describe	
Viewing	Each			Sq Ft	
Wildlife blind	Lump sum			Describe	

7a. Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

DEVELOPMENT/RESTORATION APPLICANTS – COMPLETE EITHER SECTION 7A OR 7B, NOT BOTH.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Signing					
Boundary signs	Each			Optional	
General park signs	Lump sum			Optional	
Interpretive display	Lump Sum			Describe	
Interpretive signs	Each			Describe	
Kiosk signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Pavement markers	Lump sum			Optional	
Permanent entrance sign	Each			Describe	
Registration information	Lump sum			Describe	
Rules and regulations	Lump sum			Optional	
Signing - other	Lump sum			Describe	
Speaker boxes	Each			Describe	
Traffic/directional signs	Lump sum			Optional	
Trail signs	Each			Optional	
Trailhead/bulletin board signs	Lump sum			Optional	
Site Preparation					
Clearing	Acres			Optional	
Cut	Cubic Yds			Optional	
Demolition	Lump sum			Optional	
Erosion control	Lump sum			Describe	
Fill	Cubic Yds			Optional	
Grading	Acres			Optional	
Grubbing	Acres			Describe	
Mobilization	Lump sum			Optional	
Site preparation - other	Lump sum			Describe	
Swimming Facilities					
Swim beach	Lump sum			Frontage	
Swim beach - accessible ramp	Linear Ft			Width/depth	
Swim floats	Each			Size	
Swimming facilities - other	Lump sum			Describe	
Trails					
Board walk - wood	Linear Ft			Width	
Bridges	Each			Length/width	
Check dams	Each			Optional	
Crosswalks/curb bulbs	Lump sum			Describe	
Culverts	Each			Optional	
Dip drain	Each			Optional	
Hand rails	Lump sum			Describe	
Hardened stream crossings	Each			Optional	
Hardened turns	Each			Optional	
Hardening	Linear Ft			Describe	
Parallel ditching	Lump sum			Describe	
Puncheon	Linear Ft			Width	

7a. Development Cost Estimates*Complete only elements/items that apply to your project. Use only whole dollar amounts.***DEVELOPMENT/RESTORATION APPLICANTS – COMPLETE EITHER SECTION 7A OR 7B, NOT BOTH.**

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Railroad crossing	Each			Describe	
Ramps	Linear Ft			Describe	
Retaining wall	Each			Optional	
Revegetation	Linear Ft			Optional	
Sidewalks	Linear Ft			Width	
Stairs	Lump sum			Describe	
Switchbacks	Each			Optional	
Trails - asphaltic concrete	Miles			Width/depth	
Trails - asphaltic concrete (LF)	Linear Ft			Width/depth	
Trails - cinders	Linear Ft			Width/depth	
Trails - concrete	Linear Ft			Width/depth	
Trails - crushed limestone	Linear Ft			Width/depth	
Trails - crushed rock	Linear Ft			Width/rock type	
Trails - gravel	Linear Ft			Width/depth	
Trails - natural	Miles			Width	
Trails - natural (LF)	Linear Ft			Width	
Trails - other	Lump sum			Describe	
Trails - wood chip	Linear Ft			Width/depth	
Trestle conversion	Lump sum			Describe	
Turnpike	Linear Ft			Width	
Waterbars	Each			Describe	
Upland Habitat					
Nest boxes	Each			Optional	
Snag development	Each			Optional	
Well/water source	Lump Sum			Optional	
Utilities					
Bio filtration - drainage swell	Lump sum			Describe	
Catch basins	Each			Optional	
Electric transformers/panels	Lump sum			Describe	
Fire hydrant	Each			Optional	
Gas	Linear Ft			Optional	
General service connection	Lump sum			Describe	
Lift station	Each			Optional	
Manholes	Each			Optional	
Phone service	Lump sum			Optional	
Power	Linear Ft			Optional	
Sanitary sewer	Linear Ft			Optional	
Septic system(s)	Each			Optional	
Storm sewer	Linear Ft			Optional	
Storm water retention	Lump sum			Describe	
Surface drainage	Lump sum			Describe	
Utilities - other	Lump sum			Describe	
Utility relocation	Lump sum			Describe	
Water meter	Lump sum			Describe	

7a. Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

DEVELOPMENT/RESTORATION APPLICANTS – COMPLETE EITHER SECTION 7A OR 7B, NOT BOTH.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Water system(s)/wells	Lump sum			Describe	
Viewpoints					
Viewpoints	Lump sum			Describe	
Water Access Facilities					
Beach	Lump sum			Type	
Bulkhead improvements	Lump sum			Optional	
Fish cleaning station	Each			Optional	
Fishing platform	Each			Length/width	
Gangway - aluminum	Linear Ft			Length/width	
Gangway - PVC	Linear Ft			Length/width	
Gangway - wood	Linear Ft			Length/width	
Loading floats - concrete	Linear Ft			Length/width	
Loading floats - PVC	Linear Ft			Length/width	
Loading floats - wood	Linear Ft			Length/width	
Log boom	Linear Ft			Optional	
Moorage buoys	Each			Optional	
Moorage floats - concrete	Linear Ft			Length/width	
Moorage floats - PVC	Linear Ft			Length/width	
Moorage floats - wood	Linear Ft			Length/width	
Moorage system - linear	Linear Ft			Optional	
Observation/fishing deck	Each			Length/width	
Piers	Lump sum			Length/width	
Pilings - concrete	Each			Optional	
Pilings - PVC	Each			Optional	
Pilings - steel	Each			Optional	
Pilings - wood	Each			Optional	
Ramp - asphalt	Lanes			Length/width	
Ramp - hand carry launch	Lump sum			Length/width	
Ramp - small boat launch	Each			Describe	
Rip-rap	Lump sum			Optional	
Water access facilities - other	Lump sum			Describe	
Sales Tax					
Sub-Total					
Architectural & Engineering (limit is 20% of Sub-total)					
TOTAL COSTS					

7b. Restoration (Improvement) Cost Estimate*Complete only elements/items that apply to your project. Use only whole dollar amounts.***DEVELOPMENT/RESTORATION APPLICANTS – COMPLETE EITHER SECTION 7A OR 7B, NOT BOTH.**

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Estuarine/Marine Nearshore					
Beach nourishment	Cubic yds			Optional	
Bulkhead removal	Linear Ft			Optional	
Dike breaching/removal	Linear Ft			Optional	
Eel grass bed reestablishment	Sq Ft			Optional	
Flushing/partial passage	Lump sum			Optional	
Kelp forest reestablishment	Sq Ft			Optional	
Shoreline restoration	Linear Ft			Optional	
Tidal channel reconstruction	Lump sum			Optional	
Tide gate removal	Each			Optional	
Fencing & Gates					
Barrier rocks	Lump sum			Optional	
Bollards	Each			Material	
Concrete barrier	Linear Ft			Describe	
Fencing & gates - other	Lump sum			Describe	
Fencing - chain link	Linear Ft			Height/gauge	
Fencing - portable	Linear Ft			Optional	
Fencing - vinyl	Linear Ft			Height/gauge	
Fencing - wire	Linear Ft			Strands	
Fencing - wood	Linear Ft			Height	
Gates	Each			Describe	
Instream Habitat					
Bank stabilization	Linear Ft			Describe	
Channel reconfiguration	Linear Ft			Describe	
Dike removal/setback	Linear Ft			Optional	
Log control (weir)	Each			Optional	
Off channel habitat	Acres			Optional	
Plant removal/control	Acres			Optional	
Rock control (weir)	Each			Optional	
Spawning gravel placement	Sq Ft			Optional	
Woody debris placement	Each			Describe	
Instream Passage					
Culvert improvements	Each			Optional	
Dam removal	Lump sum			Optional	
Landscaping					
Drainage system	Lump sum			Describe	
Grass - hydro seed	Acres			Optional	
Grass - natural	Lump sum			Describe	
Grass - seed	Acres			Optional	
Grass - sod	Acres			Optional	
Ground cover	Sq Ft			Describe	
Habitat enhancement	Lump sum			Describe	
Irrigation	Acres			Describe	
Landscaping - other	Lump sum			Describe	

7b. Restoration (Improvement) Cost Estimate

Complete only elements/items that apply to your project. Use only whole dollar amounts.

DEVELOPMENT/RESTORATION APPLICANTS – COMPLETE EITHER SECTION 7A OR 7B, NOT BOTH.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Soil amenities	Lump sum			Describe	
Top soil/mulch	Yds			Optional	
Transplanting & revegetation	Sq Ft			Optional	
Trees/shrubs	Lump sum			Optional	
Permits					
Permits	Lump sum			Optional	
Public Access					
Benches	Each			Describe	
Nest boxes	Each			Optional	
Trail – natural	Linear Ft			Width	
Trash receptacle	Each			Describe	
Viewing shelter	Each			Sq Ft	
Wildlife blind	Lump sum			Describe	
Riparian Habitat					
Bank stabilization	Linear Ft			Optional	
Livestock fencing	Linear Ft			Material	
Native plant establishment (reveg)	Lump sum			Optional	
Non-native plant removal/control	Lump sum			Optional	
Wetland restoration	Acres			Optional	
Signing					
Boundary signs	Each			Optional	
Interpretive display	Lump Sum			Describe	
Interpretive signs	Each			Describe	
Kiosk signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Permanent entrance sign	Each			Describe	
Rules and regulations	Lump sum			Optional	
Signing - other	Lump sum			Describe	
Site Preparation					
Clearing	Acres			Optional	
Cut	Cubic Yds			Optional	
Demolition	Lump sum			Optional	
Erosion control	Lump sum			Describe	
Fill	Cubic Yds			Optional	
Grading	Acres			Optional	
Grubbing	Acres			Describe	
Landfill removal	Cubic yds				
Mobilization	Lump sum			Optional	
Site preparation - other	Lump sum			Describe	
Top soil	Cubic Yds			Optional	
Sales Tax					
Sub-Total					

7b. Restoration (Improvement) Cost Estimate*Complete only elements/items that apply to your project. Use only whole dollar amounts.**DEVELOPMENT/RESTORATION APPLICANTS – COMPLETE EITHER SECTION 7A OR 7B, NOT BOTH.*

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Architectural & Engineering (limit is 20% of Sub-total)					
TOTAL COSTS					

8. Land Characteristics					
Acreage Type	Existing Acres	Acres to be Acquired	Acres to be Developed	Acres to be Renovated	New Total
Lake					
Riparian lands					
Tidelands					
Uplands					
Wetlands					
Waterfront Type	Existing Front Feet	Front Feet to be Acquired	Front Feet to be Developed	Front Feet to be Renovated	New Total
Lake					
River					
Salt					
Stream/Creek					
Trail Miles	Trail Miles to be Acquired	Trail Miles to be Developed	Trail Miles to be Renovated		
Trail Miles					
Land Comments (Limited to 250 characters, including spaces. Below, provide information about the project area / work site that is not included elsewhere in this application. Comments must be pertinent to the specific grant program referenced in this application. For example, "The property includes... • ...a class I wetland...", • "...three unnamed streams and has 1000 feet of frontage on the Columbia River...", • "...has about half its acreage in rolling forested hills with the reminder in open prairie...", • "...two historic structures...".)					

9a. Application Questions

All Applicants Must Answer The Following Questions

Who will be responsible for administration, design, and/or implementation of this project? For example, will it be in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.

What type of landowner currently holds title to the property: Federal, Local, Private, State, Tribal?

Does the applicant have title to the site? If yes, explain:

Does the applicant hold a lease, easement, or legal use agreement on the site that permits the proposed use? If yes, when will it expire? Explain.

Is there, or will there be, any significant public access or use restrictions? If yes, explain:

Is the worksite(s) located within a park, wildlife refuge, natural area preserve, or other recreation or habitat site? If yes, name the area.

Is the work site(s) on a navigable water body? If yes, name the water body.
If it is a river and you know the river mile, list it here.

What are the geographic coordinates of the work site(s) *[in degrees, minutes and seconds]*.
Describe where and how they were taken. If you do not have them, you may leave this question blank.

What are the township/range/section of the work site(s)? If you do not have them, you may leave this question blank.

In what county(s) is the work site(s) located? In what city, if applicable?

What is the current use and zoning for the property?

What is the shoreline designation for the property?

Has the site been investigated for historical, archeological, or cultural significance? If yes, what resources were found?

Has a level one environmental assessment been completed? If yes, what were the findings?

Do any listed or priority species or habitats occur on this site? If yes, what is being done to improve, avoid, or mitigate any impacts?

Does this application contain state, federal or other grants as part of the "sponsor match"?
If "yes," name the grant(s) and the date grant will be available.

Government agency applicants only: does this application contain elements required as part of a mitigation plan?
If yes, explain:

Local agencies only. Does the sponsor's share involve bonds or Local Improvement District(s) (LIDs)?
If yes, give date bonds or LID will be available and explain:

Has the project been submitted to IAC before and not funded? If yes, what IAC project number was assigned?

9b. Application Questions

Acquisition Applicants Must Answer the Following Questions

Has the applicant requested and/or received a "waiver of retroactivity" from the IAC for the property in question?
If yes, what was the date requested, approved date & the waiver number?

Do plans exist for interim non-public use of the project site?
If yes, explain the interim non-public use and whether or not income will be derived through that use.

Are encumbrances to recreational use proposed for the site (i.e. lease back; life estate; sharecropping agreement; or other)?
If yes, explain:

Does the applicant hold an option agreement on the property? If yes, what date will it expire?

Does this project include the purchase of conservation easements? If yes, explain how site monitoring will be carried out and attach monitoring plan if available.

Will this acquisition project cause the displacement of individuals, families, businesses, or farms? If yes, explain.

Will clean-up of hazardous materials be required? (See IAC Manual 3, *Acquiring Land*.)

Is the site being acquired for future habitat restoration and/or development? If yes, describe the basic restoration activities or facilities that will be completed and estimate when it is likely to occur.

10. Location Information

Provide directions that will enable IAC staff to find the project.

Current landowner(s) of the site (name and address) – optional.

11. Permits Required

(Check the appropriate boxes to indicate required and/or anticipated permits.)

Permits	Comments Regarding Permit Status
<input type="checkbox"/> Aquatic Lands Use Authorization (Dept. of Natural Resources)	
<input type="checkbox"/> Building Permit (City/County)	
<input type="checkbox"/> Clear and Grade Permit (City/County)	
<input type="checkbox"/> Cultural Assessment (Section 106) (CTED-OAHP)	
<input type="checkbox"/> Dredge Fill Permit (Section 10/404 or 404) (US Army Corp of Engineers)	
<input type="checkbox"/> Endangered Species Act Compliance (US Fish & Wildlife/NMFS)	
<input type="checkbox"/> Forest Practices Application (Forest & Fish) (Dept. of Natural Resources)	
<input type="checkbox"/> Health Permit (Dept. of Health/County)	
<input type="checkbox"/> Hydraulics Project Approval (HPA) (Dept. of Fish & Wildlife)	
<input type="checkbox"/> NEPA (Local or State Agencies)	
<input type="checkbox"/> SEPA (Local or State Agencies)	
<input type="checkbox"/> Shoreline Permit (City/County)	
<input type="checkbox"/> Water Quality Certification (Section 401) (County/Dept. of Ecology)	
<input type="checkbox"/> Water Rights / Well Drilling Permit (Dept. of Ecology)	
<input type="checkbox"/> Other Required Permits (identify)	
<input type="checkbox"/> None – No Permits Required	

**General permit information can be obtained at the
Dept. of Ecology's Permit Assistance Center,
800/ 917-0043, or
on the Internet at
www.ecy.wa.gov/programs/sea/pac**

12.ALEA: Authorizing Resolution

Local Agencies only--You may reproduce on your own paper; text may not change.

Organization Name _____ Resolution No. _____

Project Name(s) _____

A resolution authorizing application(s) for funding assistance for a Aquatic Lands Enhancement Account (ALEA) Program project to the Interagency Committee for Outdoor Recreation (IAC) as provided in RCW 79.90.245 and subsequent Legislative action.

WHEREAS, our organization has approved a comprehensive plan that includes this project area; and

WHEREAS, under the provisions of ALEA, state funding assistance is requested to aid in financing the cost of land acquisition and/or facility development; and

WHEREAS, our organization considers it in the best public interest to complete the land acquisition project described in the application;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The _____ [MAYOR, DIRECTOR, PRESIDENT, ETC] be authorized to make formal application to IAC for funding assistance;
2. Any fund assistance received be used for implementation of the project referenced above;
3. Our organization hereby certifies that its share of project funding is committed and will be derived from _____

_____ [SPONSOR MATCHING RESOURCES];
4. We acknowledge that we are responsible for supporting all non-cash commitments to the sponsor share should they not materialize; [*if applicable*]
5. We acknowledge that any property acquired or facility developed with IAC financial aid must be placed in use as an outdoor recreation facility and be retained in such use in perpetuity unless otherwise provided and agreed to by our organization and IAC (generally, IAC approves removing facilities from the perpetuity requirement when the facilities have reached their designed life expectancy, or because of extraordinary vandalism, acts of nature, fire, etc.);
6. This resolution becomes part of a formal application to IAC; and
7. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held:

Location _____ Date _____

Signed and approved by the following authorized representative:

Signed _____

Title _____ Date _____

Attest: _____

Approved as to form _____

Appendix A: Valuing Donations, Corrections Labor

INTRODUCTION

This section summarizes policies regarding a sponsor's donation to a project for purposes of matching an IAC grant. Not all donations described in this section apply to acquisition projects. Refer to eligible costs for elements that might be accepted as donations.

- ▶ All donations must be an integral and necessary part of an approved project.
- ▶ The maximum reimbursed by the IAC shall never exceed the cash expended on the project.
- ▶ All donations must be documented for billing purposes.
- ▶ Portions of a donation *not* used as a match may *not* be carried over to another project.
- ▶ Except for cash, all donations must be in one of the following categories.

Donated Equipment

1. Definition—The use of equipment for project purposes with no financial reimbursement.
2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways:
 - a. Through publications that provide the national or regional average rates for construction equipment, or
 - b. Through the rates set by nearby federal, state, or local agencies that own the same equipment.
3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek IAC staff approval of an additional equipment classification. The request to IAC should include the equipment description, recommended hourly/daily/weekly rate, and information that supports the recommended rate.
4. Under no circumstances will IAC allow equipment donations to exceed the replacement value of the equipment.
5. Equipment shall always be valued at the most economical rate –hourly, daily, weekly, etc.
6. Equipment with a replacement value of less than \$200 may not be valued for equipment donation purposes.
7. Use of personal vehicles shall always be valued at a “per mile” cost not to exceed \$0.30 a mile. IAC staff will periodically review and adjust the mileage rate.
8. Stock shall be valued at no more than \$45/day/per animal.
9. Equipment operator services must be valued separately and listed as Donated Labor.
10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune ups,

and lubrication.

Donated Labor

1. Definitions:
 - a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time.
 - b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonably justify (and document) valuing the individual's time at a higher value.
2. Who May Provide. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers.
3. Unskilled Labor. In January of each year, IAC staff will set the maximum labor rate that can be used by sponsors when valuing unskilled donated labor. The rate shall be within the 25th to 75th percentile of the statewide wage for "Landscaping and Grounds-keeping Workers" as determined by the Employment Security Department (ESD). The current rate is \$11.00.
4. Skilled Labor. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting www.iac.wa.gov/resourcelinks.
5. Unclassified. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC staff approval of an additional job classification. The request to IAC should include the job description, recommended volunteer wage, and information that supports the recommended wage.
6. Start Time. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time will begin once the volunteer leaves their home or the agency/organization work station, whichever is closer to the work site.
7. Travel Time. A volunteer's travel time is not considered a donation if the volunteer is reimbursed for mileage/transportation costs.
8. Other Employees. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

Donated Real Property

1. Definition—The transfer of privately owned real property to the project applicant at no cost.
2. The transfer of title to the applicant must not occur prior to the execution by the IAC of the Project Agreement, unless such action has been previously approved by the IAC under the Waiver of Retroactivity procedure.
3. The donation must consist of real property (land and improvements), which would also qualify for IAC funding. The value of any real property donation must be established by an appraisal report and appraisal review prepared under the procedures outlined in IAC Manual #3, *Acquiring Land: Policies*. Also consult Manual #3 for requirements regarding the written statement from the seller describing the donation's terms.
4. If the donation does not adjoin the tract being acquired, it must stand on its own merits as an acceptable public recreation or habitat area in order to be considered an eligible donation. The property must be within the jurisdiction of the project sponsor.
5. Donations are eligible in a project only to the extent that there are additional acquisition, development, or planning costs to be met by IAC.
6. Any portion of a real property donation not needed as part of a project's local match can be held by a non-profit land trust, organization and/or party for match in another project.

Donated Materials

1. Definition—Materials provided to the project applicant for no cost.
2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

Corrections Labor

Corrections labor is the work performed by a person due to a sentence passed down by the criminal justice system or through work release while incarcerated. This includes work performed by individuals while incarcerated as well as work by those performing community service in lieu of a fine or jail time.

Sponsors can value corrections labor according to IAC's donated labor policy. If workers are paid, sponsors may claim the wages as a reimbursable expense. The difference between the amount the worker is paid and the donated labor rate (as determined by IAC's donated labor policy) can be claimed as a donation.

Example: The worker is a skilled equipment operator and the sponsor provides documentation that supports a labor rate of \$22.00 an hour. If the worker is paid 35¢ an hour, the sponsor could claim 35¢ an hour as a reimbursable expense and claim \$21.65 an hour as a (non-reimbursable) donated labor match for an IAC project.

Appendix B: Post Approval Materials

Introduction As described on page 4, after approval of funding, successful applicants must provide additional information. IAC sends a letter and checklist describing this supplemental material. Although documents must be provided within **90 days** of funding approval, applicants should provide the information as soon as possible so IAC can distribute Project Agreements at the Successful Applicant Workshop(s).

Required Materials

Item:	Project Type:	Acquisition	Development / Restoration	Combined (Acq & Dev/Res)
1. Milestones		✓	✓	✓
2. Preliminary Title Report		✓	-	✓
3. Control & Tenure		-	✓	✓
4. Certification of Sponsor Match		✓	✓	✓

✓ = Required

1. **Milestone Worksheet:** All applicants must complete a Milestone Worksheet. Milestones are used to help manage projects, determine the project reimbursement period, and set the project completion date included in the Agreement. IAC sends this worksheet to applicants before the funding meeting.
2. **Preliminary Title Report:** Applicants purchasing land and/or receiving a land donation must submit a preliminary title report that includes:
 - a. A legal description of the subject property
 - b. A listing of the current owners, and
 - c. A listing of all encumbrances.
3. **Control and Tenure Documents:** To protect the IAC capital investment, sponsors must have adequate control and tenure of development project areas. This may be documented in several ways, including by showing fee title land ownership, a lease, use agreement, or easement. Before executing a Project Agreement, the applicant must provide IAC with:
 - a. **Applicant Owns Property.** Current title information for project property *owned by the applicant*, but not acquired with IAC assistance. This information must include:
 - ▶ Legal description
 - ▶ Deed restrictions and encumbrances
 - ▶ Documentation of current owner
 - ▶ Easements.

Be sure and explain the immediate or potential impact of any restriction, easement, or encumbrance.

- b. **Applicant Does Not Own Property.** Copies of applicable leases, easements, or use agreements on the area or property to be developed, *if not owned by the applicant*. Under this option:
 - ▶ The lease, easement, or use agreement must extend for at least 25 years from the date of IAC project approval.
 - ▶ The lease, easement, or use agreement may not be revocable at will.
 - ▶ The sponsor must provide evidence that the proposed development and its intended uses are consistent with and legally permissible under the conditions of the lease, easement, or agreement.
- 4. ***Certification of Sponsor Match.*** Prior to final funding approval, applicants are asked to verify that their matching share is committed and available for use. IAC will send a letter to applicants, who may be funded, to request verification of the applicant share.